

Rogers Waterworks and Sewer Commission

April 19, 2021

Minutes

The Rogers Waterworks and Sewer Commission held its scheduled meeting at 4:00 PM Monday, April 19, 2021 remotely from the Rogers Water Utilities Administration Building located at 601 S 2nd St. due to the COVID-19 Pandemic. Commissioners present were Mike Watkins, Roger Surly, Travis Greene, Kathy McClure and Don Kendall. Rogers Water Utilities staff present were Brent Dobler, Johnny Lunsford, Brian Sartain, Stephen Ponder, Aaron Short, Jennifer Lattin, Jene' Huffman-Gilreath, Todd Beaver, Patrick Pruitt, Debbie Putman, Jerry Roegner, Matt Savell, Dana Daniel, and Vera Hall. Others in attendance were Carla Moose (resident at 911 S 28th St) and Robert Frazier of the Frazier Law Firm. Chairman Watkins called the meeting to order at 4:00 PM.

Todd Beaver, RPCF Manager recognized Paul Burns celebrating 25 years of service with RWU currently serves as the Pretreatment Coordinator at the RPCF and has held many different roles in the past several years. Johnny Lunsford, Construction and Maintenance Manager recognized Keith Carpenter, Locate Technician with 20 years of service with RWU. Both received a gift of appreciation and the RWWSC expressed congratulations.

A motion was made by Commissioner Roger Surly, second by Commissioner Don Kendall to approve the minutes of the March 15, 2021 meeting as submitted. All in favor, motion carried.

Chairman Watkins recognized Jennifer Lattin, Controller to present the March 2021 Financial Reports. Lattin stated that water consumption for the month of March 2021 is up 5.64% from March 2020 and includes one less billing day compared to March 2020. Billed revenue is up 17.69% from March 2020. The Water Department reported a profit of \$70,000 for March 2021 with a loss of \$3,000 reported for March 2020. The difference is due to an overall increase in revenues (\$126,000) with a minimal increase in expenses (\$53,000). Year to date profit is more than the prior year and ahead of budget. Fiscal Year to Date collections of access and impact fee revenue for FY 21 are \$942,000 and are ahead of budget by \$492,000, and compares to Year to Date access and impact revenue of \$642,000 in FY 20 and \$432,000 in FY 19.

Sewer consumption for the month of March 2021 is up 1.09% from March 2020 and includes one less billing day compared to March 2020. Billed revenue is up 13.19% from March 2020. The Sewer Department reported a profit of \$259,000 for March 2021 with a profit of \$107,000 reported for March 2020. Year to date profit is more than the prior year and ahead of budget. Fiscal Year to Date collections of access and impact fee revenue for FY 21 are \$1,993,000 and are ahead of budget by \$1,108,000, and compares to Year to Date access and impact fee revenue of \$1,283,000 in FY 20 and \$1,016,000 in FY 19.

Lost Water is at 16% for the month of March 2021, 17% for the calendar year, and 15% for the last twelve months.

The Total Restricted and Unrestricted Funds are \$41.3 million for March 2021, which is an overall increase of \$5,444,000 from March 2020. Water Funds increased by approximately \$2,797,000 and Sewer Funds increased by \$2,647,000. \$10 million of the \$41.3 million total funds is restricted for specific use such as debt service, meter deposits, access and impact fees, and depreciation.

The RWU lobby remains closed with all business being conducted over the phone, via email, online, and in the drive-through. There were no questions. Additionally, in March, RWU successfully entered into a contract with Tyler Technologies to provide accounting and billing software to RWU. The implementation of the new software will take place over the next year to year and a half.

Chairman Watkins recognized Brian Sartain Utility Engineer, for the March Engineering Report. Sartain stated that Jason Oxford has started as a new Construction and Inspection Technician. Rogers continues to experience steady growth, receiving (26) new plumbing plan reviews (double from previous month) showing accelerated trend of re-development in the area near downtown and W Walnut St. New project submittals include Walmart 5837 Building & Parking Expansion, Kamran Talebi Event Center, Pinnacle Hills Active Living, Reserve on Dixieland (Multifamily) and Crescent View Subdivision Ph 2. Arkansas Street remains under construction with J B Hunt Dr and Uptown/Oak Street Overpasses being next out to bid with no date set. Some Utility Projects have been affected by supply chain shortages, materials, and labor availability with costs up across the board. Multiple delays have caused the Persimmon, 9th & 10th St Project to fall behind schedule. We are currently advertising for a Construction Manager/General Contractor for the RWU Field Ops & Admin Facility and staff is also currently working with Hight-Jackson Architects to develop conceptual plans. RJN is finalizing preliminary plans for the Pinnacle Sewer Replacement. RWU is preparing bid documents for an 18" water main crossing at I-49/Ajax Rd expecting to advertise for bid in early May. Bids were received on April 13th for the 2021 Waterline Replacements & Relocations Projects.

Sartain continued, noting that the engineering firm Freese & Nichols will be submitting the draft collection system technical memorandum and Capital Improvement Plan in April as part of the Wastewater Master Plan. For the Water Master Plan update, engineering firm Garver has completed the existing system assessment, and is currently working on modeling for future system improvements. From a capacity standpoint, the water system is performing well, and there were no major concerns with regard to present system capacity. RWU met with the City of Bentonville to discuss potential alternatives for future transmission main routing and connection to the BWD western pump station. Staff is also working with Trekk Design Group, with smoke testing tentatively scheduled for early May for an area from 13th to Arkansas St., north of downtown (approximately 9.5 miles of sewer main). The Train II Design-Build is still under construction and progressing in the demolition phase. The design of the Ph II Solids

Handling Improvements is still in the concept phase, with the present task being selection of drying equipment. Sartain presented a summary of the dryer technology selection process. The three dryer manufacturers are: Wyse Turbo Dryer, Gryphon Sludge Dryer, and a Huber Belt Dryer. Sartain explained that staff has been investigating the different types of dryer technologies and provided a comparison table with detailed information also the risks that are associated with each. Staff visited two other cities to look at dryer examples to help evaluate what is best for our facility. The next steps will be follow-up questions with the three manufacturers. Also, an Engineer will evaluate site layout options to determine impact of required space and conveyance. Staff expects to present a recommendation to the Commission after extensive study is completed.

Chairman Watkins recognized Todd Beaver, RPCF Manager to present the March RPCF Reports. Beaver said the Discharge Monitoring Report had good results with no violations reported. The Industrial Pre-Treatment Program reported one site visit with no violations. The FOG Inspection Report performed 31 inspections. Applications continue for food truck vendors and are being processed with approval of wastewater disposal methods. Investigation of a white milky substance found in a storm water drainage ditch was identified as adhesive latex that was seeping out of old above ground tanks at 400 W New Hope Rd. The search continues for a maintenance technician. The solids processing schedule has slowed to 6 days/week vs 7 with the help of new technicians relieving the operations staff. 369.9 MG was treated in March with an average flow of 7.6 MGD. These flows included 4.75" of rain over 12 events. There were no questions.

Chairman Watkins recognized Johnny Lunsford, Construction and Maintenance Manager to present the March Operations Report. Lunsford said field operations has been very busy and currently short staffed. He stated the ADEQ reported two violations for the collection system. One of the issues was resolved replacing a light bulb and the other will be addressed when the lift station in question will soon be relocated. Lunsford said we are currently assisting Bentonville with repairing a leak on their 48" main transmission line in Lowell that runs through RWU boundary area. There were no questions.

Brent Dabler, Utility Superintendent recognized Carla Moose, resident of 911 S 28th St. She requested additional monies to repair flooring damaged as a result of a sewer backup. After discussion, a motion was made by Commissioner Don Kendall, second by Commissioner Travis Greene to approve additional monies needed to replace the flooring resulting from a sewer backup. All in favor, motion carried.

Jennifer Lattin, Controller presented the annual report required per FTC Regulations for Rogers Water Utilities Identity Theft Prevention Program (Red Flag Policy). The Annual Report was accepted as submitted, with one customer reporting an unauthorized credit card use for payment. After researched, that water account was not associated with the cardholder and those charges were immediately reversed and the customer was notified. Lattin also stated that this past year the customer's social security number has been redacted (showing only the

last four) from view in the RWU billing software to enhance our security measures. There were no recommendations to amend RWU's Identity Theft Program. There were no questions.

Jennifer Lattin presented Resolution No. 21-08 authorizing renewal of the agreement with Paymentus Corporation for an additional one-year term to begin on or about September 5, 2021 and to end on or about September 5, 2022 for electronic bill payments. Commissioner Kathy McClure made a motion, second by Commissioner Don Kendall to approve Resolution No. 21-08 as submitted. All in favor, motion carried.

Chairman Watkins recognized Dana Daniel, HR Director to present Resolution No. 21-09 with Exhibit 1 attached amending the Employee Policy Manual for Rogers Water Utilities. Changes were made to Section 8 D and Section 8 E as noted. A motion was made by Commissioner Kathy McClure, second by Commissioner Don Kendall to approve Resolution No. 21-09 with Exhibit 1 attached as submitted. All in favor, motion carried.

Brian Sartain announced the bid results from April 13, 2021 for the 2021 RWU Water Line Replacement. Staff recommends award the lowest bidder Goins Construction in the amount of \$1,268,195.00. Included in the bid price is an \$80,000 owner's allowance. Commissioner Travis Greene made a motion, second by Roger Surly to approve the bid to Goins Construction in the amount of \$1,268,195.00 for the 2021 RWU Water Line Replacement as submitted. All in favor, motion carried.

Brian Sartain requested approval of a contract with engineering firm Grubbs, Hoskyn, Barton & Wyatt, Inc. for construction testing services at the RPCF Train 2 Rehabilitation Project. Staff recommends approval of the professional services contract with Grubbs, Hoskyn, Barton & Wyatt, Inc. for hourly construction testing services not to exceed \$29,000, allowing staff to negotiate the final form and content of the agreement. This consultant has been selected based on their response to the annual request for qualifications (RFQ). Commissioner Don Kendall made a motion, second by Commissioner Kathy McClure to approve the contract with Grubbs, Hoskyn, Barton & Wyatt, Inc. as submitted. All in favor, motion carried.

Sartain continued with requesting approval of a contract with Crafton Tull & Associates, Inc. for design of improvements to the Hwy 112 Lift Station (Scissortail Lift Station). Staff recommends approval of the professional services contract with Crafton Tull & Associates, Inc. for hourly services not to exceed \$112,500, allowing staff to negotiate the final form and content of the agreement. This consultant has been selected based on their response to the annual request for qualification (RFQ). Commissioner Kathy McClure made a motion, second by Commissioner by Roger Surly to approve the contract with Crafton Tull & Associates, Inc. as submitted. All in favor, motion carried.

Sartain requested approval for Task Order #20 between the City of Rogers and CEI Engineering for the Poplar/13th Street Roundabout. Staff recommends approval of the design contract for Task Order #20 between the City of Rogers and CEI Engineering Associates, Inc. and approval to reimburse the City of Rogers for hourly design services and reimbursable expenses not to

exceed \$50,000. Commissioner Kathy McClure made a motion, second by Commissioner Don Kendall to approve Task Order #20 as submitted. All in favor, motion carried.

Sartain requested approval of Resolution No. 21-10 updating the standard specifications for construction of public water and sewer improvements. A motion was made by Commissioner Travis Greene, second by Commissioner Kathy McClure to approve Resolution No. 21-10 as submitted. All in favor, motion carried.

Chairman Watkins recognized Jene' Huffman-Gilreath, Shared Services Manager to present the bid results for RWU Property Insurance. One bid was received from Rogers Insurance Agency and they were our previous carrier. Huffman-Gilreath stated that it was determined the amount of coverage needed to be increased as our property value is higher as well as replacement costs have increased. The premium will increase \$10,878 with a \$10,000 deductible including earthquake coverage for a total amount of \$55,242. Commissioner Don Kendall made a motion, second by Commissioner Kathy McClure to accept the property insurance bid from Rogers Insurance Agency as submitted. All in favor, motion carried.

Chairman Watkins recognized Robert Frazier, RWU Attorney requesting approval of Resolution No. 21-11 with Exhibit 1 attached declaring and adopting a record retention and disposal policy for the Rogers Waterworks and Sewer Commission and the Rogers Water Utilities. Commissioner Kathy McClure made a motion, second by Commissioner Roger Surly to approve Resolution No. 21-11 as submitted. All in favor, motion carried.

Jennifer Lattin, Controller is requesting approval of Resolution No. 21-12 authorizing the destruction of certain accounting records of Rogers Water Utilities with the affidavit attached as Exhibit A. Accounting records for which destruction is requested relate to Fiscal Year 2013 and are within Arkansas State Law limits for destruction of such documents. Commissioner Roger Surly made a motion, second by Commissioner Kathy McClure to approve Resolution No. 21-12 as submitted. All in favor, motion carried.

Chairman Watkins recognized Jene' Huffman-Gilreath to present Resolution No. 21-13 authorizing disposition of certain obsolete information technology (IT) equipment. A motion was made by Commissioner Roger Surly, second by Commissioner Kathy McClure to approve Resolution No. 21-13 as submitted. All in favor, motion carried.

Huffman-Gilreath continued requesting approval of Resolution No. 21-14 authorizing RWU to enter into a contract with Computer Systems and Services, Inc. (Compsys) to provide networking and systems security with related information technology services to the Rogers Water Utilities not to exceed \$84,000. Commissioner Kathy McClure made a motion, second by Commissioner Roger Surly to approve Resolution No. 21-14 as submitted. All in favor, motion carried.

Chairman Watkins recognized Brent Dobler, Utility Superintendent to present Resolution No. 21-15 authorizing amendment and reinstatement of a Master Sales Agreement with Itron, Inc;

waiving competitive bidding. Staff recommends approval to purchase additional Itron leak detection software. A motion was made by Commissioner Kathy McClure, second by Commissioner Roger Surly to approve Resolution No. 21-15 as submitted. All in favor, motion carried.

With no further business, Chairman Watkins adjourned the meeting at 5:23 PM.

Respectfully submitted,



Brent Dobler, Acting Secretary/djw

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